

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

34

March 30, 2004

FROM: G. DANIEL OJEDA, Director
Architecture & Engineering Department

PATRICK MEAD, Interim Director
Public Works Department

**SUBJECT: REGIONAL PARKS OFFICE REMODEL – APPROVE PROJECT, INCREASE
APPROPRIATIONS, AWARD CONSTRUCTION CONTRACT AND AUTHORIZE
FILING NOTICE OF COMPLETION**

RECOMMENDATION:

1. Approve the Regional Parks Office Remodel project;
2. Increase appropriations and revenues by \$75,000 in the Capital Improvement Program as detailed in the Financial Impact section below; (Four votes required)
3. Award a \$63,919 construction contract to Callison Construction of Colton, for the Regional Parks Office Remodel in San Bernardino; and
4. Authorize the Director of the Architecture & Engineering Department to file the Notice of Completion after acceptance of the work.

BACKGROUND INFORMATION:

The Regional Parks Office, located at 777 East Rialto Avenue, currently includes approximately 5,000 square feet of office space and a 527 square foot conference room. The poor work flow pattern in the current layout creates an inefficient work space and does not allow staff to interact with one another. This project will reconfigure the current office space and significantly improve upon the utilization of the existing area. In addition, the remodeled office area will allow the staff to provide better service to the public.

On February 20, 2004, the Architecture & Engineering Department (A&E) advertised for competitive bids in the Daily Construction Service and on the County website in accordance with the informal bidding process outlined in Section 22032(b) of the Uniform Public Construction Cost Accounting Act. Five contractors attended a pre-bid meeting on February 26, 2004. On March 10, 2004 two bids were received: Callison Construction of Colton for \$63,919; and Fischer Plumbing of San Bernardino for \$126,612. Staff recommends that the Board award this contract to Callison Construction, the lowest responsive bidder.

This project is consistent with a County Administrative Office approved Capital Improvement Program Request.

Page 1 of 2

Record of Action of the Board of Supervisors

34

BOARD OF SUPERVISORS

REGIONAL PARKS OFFICE REMODEL – APPROVE PROJECT, INCREASE APPROPRIATIONS, AWARD CONSTRUCTION CONTRACT AND AUTHORIZE FILING NOTICE OF COMPLETION

March 30, 2004

Page 2

34

REVIEW BY OTHERS: This item has been coordinated with Eli Montoya (387-8904), Department Contract Compliance Designee, on March 17, 2004; approved as to legal form by County Counsel (Rex Hinesley, Chief Deputy County Counsel, 387-5480) on March 18, 2004; and reviewed by the County Administrative Office (Lynn Chacon, 387-5426 and Tom Forster, 387-4635, Administrative Analysts) on March 19, 2004.

FINANCIAL IMPACT: The project budget is comprised of construction, \$63,919; contingency, \$6,391; and design/project management/inspection cost, \$4,690. The funding source is \$75,000 from the Regional Parks Maintenance Budget.

Increase appropriations by \$75,000 in the Capital Improvement Program (CJV-CIP-4530-4030)
Increase revenues by \$75,000 in the Capital Improvement Program (CJV- CIP-4530-9145)

COST REDUCTION REVIEW: The County Administrative Office has reviewed this agenda item, concurs with A&E's proposal, and recommends this action based on the need to remodel the existing Regional Parks office to improve work flow and space.

SUPERVISORIAL DISTRICT(S): Fifth

PRESENTER: G. Daniel Ojeda, Director, A&E, 387-5025
Thomas A. Potter, Chief of Regional Park 387-2340

CJ: 387-5275

js: 387-5025